

## The United States Bankruptcy Court Western District of North Carolina

### POSITION

Case Administrator (Full-time; Temporary Indefinite)

### LOCATION

Charlotte, N.C.

### TARGET GRADE

CL 23 - 24/01 (\$22,601 - \$25,024)  
depending on qualifications/experience  
with future promotion potential to  
CL 25 (\$27,656+)

### CLOSING DATE

Friday, November 10 or until filled

### POSITION OVERVIEW

This position is located in the Clerk's Office of the U.S. Bankruptcy Court in the Charlotte, N.C. Division. The Case Administrator position maintains official court records and interacts with the public directly and by telephone. The incumbent will engage in a variety of case administration and intake functions including the following:

- Receive and check incoming documents for conformity with federal and local rules;
- Receive and maintain daily incoming fees and receipts;
- Maintain the official case events summary on the docket from opening to final disposition for all bankruptcy filings and related adversary proceedings;
- Examine and type docket entries reflecting the date and nature of each document filed;
- Scan and file case related documents;
- Check a variety of reports (Deadline Report, Closing Report, Discharge Report);
- Transmit calendaring information to appropriate personnel;
- Open, stamp, and distribute mail appropriately;
- Balance daily incoming monies and periodically make daily deposit;
- Provide non-legal and procedural information to the public;
- General office support (e.g., answering telephone) and other duties as assigned.

### QUALIFICATIONS

#### General Experience

Incumbent must be a team player who is dependable, detail oriented and able to work in a multitask, fast-paced environment. This position carries with it a great deal of responsibility and requires a mature, self-motivated person with a professional attitude and the ability to work collaboratively. Qualified applicants will have progressively responsible clerical experience, good computer skills and good communication and interpersonal skills. This knowledge should include a positive customer service orientation, record-keeping, good typing skills (55 wpm) with a demand for accuracy and quality assurance and regular use of a computer. College degree, higher education courses and/or prior court/legal experience is preferred.

#### Specialized Experience

High school graduation or equivalent required.

### BENEFITS

Employees of the United States Bankruptcy Court are Excepted Appointments and are not included in the government's competitive service classification system. Positions are classified and graded by the Court Personnel System. A generous benefits package is available to employees which may include:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year

Case Administrator Announcement Continued

**INFORMATION FOR APPLICANTS**

The United States Bankruptcy Court hiring procedures adhere to guidelines set out in the Court's Employee Dispute Resolution Plan. A copy is available to applicants upon request.